

**JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
SCHOOL TRAFFIC ENFORCEMENT**

1. JOB TITLE: SCHOOL TRAFFIC ENFORCEMENT

2. DEFINITION:The School Traffic Enforcement employee is responsible for the safe and orderly flow of vehicular and pedestrian traffic within a designated school zone within the city limits of Murfreesboro. This position is considered part-time and seasonal; School Traffic Enforcement employees therefore do not receive any employee fringe benefits. The working hours will be determined by the opening and closing times of the school to which the employee is assigned and will average about one (1) hour per school day. The employee is a civilian employee and will not be a sworn Certified Officer. The employee will be responsible through the chain of command to the Chief of Police. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident (incident), return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. All necessary uniforms and equipment will be furnished by the Murfreesboro Police Department and must be worn and used while on duty only.
- b. The School Traffic Enforcement employee may be assigned to work at any school within the City of Murfreesboro. Assignment may change on an as-needed basis.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Directs school zone traffic in a safe, lawful, and efficient manner.
- b. Uses uniform hand signals and whistles in directing traffic at school zones.
- c. Works in any type of weather and/or traffic conditions when school is in session.
- d. Observes, records, and reports violations of school zone safety and other circumstances which may require follow-up by the police department.
- e. Reports to the assigned school zone at the proper time, each and every day, absent special circumstances.
- f. Communicates and works well with the public.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must have legal authorization to work in the United States.
- c. Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any state or federal or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances within the past five (5) years.
- d. Submit to and pass a pre-employment drug and alcohol screen.
- e. Possess adequate eyesight, hearing, physical mobility and stamina to safely work in the roadway and direct traffic.
- f. Concerned for the safety and well-being of children.
- g. Ability to stand for one hour at a time.
- h. Ability to report for work on time and perform the duties of the job for the assigned work hours.
- i. Work well with little supervision.
- j. Must have the ability to learn and use traffic control signals and safety standards.
- k. Must have ability to quickly and accurately gauge traffic volume and choose among options in traffic directions to be given.

**Non-Exempt
Safety Sensitive
July 17, 2000**